

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Public Health	(2) MEETING DATE 7/12/2016	(3) CONTACT/PHONE Penny Borenstein 781-5519	
(4) SUBJECT Submittal of a resolution amending the Position Allocation List for Fund Center 160 – Public Health by deleting a 1.00 FTE Administrative Assistant and adding a 1.00 FTE Administrative Services Officer I/II. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board adopt the attached resolution amending the Position Allocation List for Fund Center 160 – Public Health deleting a 1.00 FTE Administrative Assistant I/II/III position and adding a 1.00 FTE Administrative Services Officer I/II position to more effectively operate the Emergency Medical Services Division.			
(6) FUNDING SOURCE(S) Fees	(7) CURRENT YEAR FINANCIAL IMPACT (\$1,168)	(8) ANNUAL FINANCIAL IMPACT \$17,357	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____) <input type="checkbox"/> Board Business (Time Est. ____)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5 Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP	(15) BUSINESS IMPACT STATEMENT?		(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date: _____
(17) ADMINISTRATIVE OFFICE REVIEW Geoff O'Quest, Administrative Analyst			
(18) SUPERVISOR DISTRICT(S) All Districts			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Jeff Hamm, Health Agency Director
Penny Borenstein, M.D., Health Officer/Public Health Administrator

DATE: July 12, 2016

SUBJECT: Submittal of a resolution amending the Position Allocation List for Fund Center 160 – Public Health by deleting a 1.00 FTE Administrative Assistant and adding a 1.00 FTE Administrative Services Officer I/II. All Districts.

RECOMMENDATION

It is recommended that the Board adopt the attached resolution amending the Position Allocation List for Fund Center 160 – Public Health deleting a 1.00 FTE Administrative Assistant I/II/III position and adding a 1.00 FTE Administrative Services Officer I/II position to more effectively operate the Emergency Medical Services Division.

DISCUSSION

As of June 3, 2016 a full-time Administrative Assistant III position in the Emergency Medical Services (EMS) Division became vacant. This unexpected opening, along with the recent hire of a new Division Manager, has provided an opportunity for Public Health management to review the operational needs of the EMS Division.

Over the past two years, the EMS Agency (EMSA) section of the EMS Division of the Health Agency's Public Health Department has been challenged in trying to fulfill the many State mandates required of local EMSAs per applicable sections of the California Health and Safety Code (Division 2.5 statutes and California Title 22, Division 9: Prehospital Emergency Medical Services regulations). In particular, program areas that have been attended to at a bare minimal level include Emergency Medical Dispatch and several training programs, notably Field Training Officer, Mobile Intensive Care Nurse, and Advanced Protocol Review. Activities associated with these programs include developing, monitoring and evaluating the programs. The person tasked with these activities needs to be the in-house technical expert and make recommendations to the Division Manager on policies and procedures pertaining to the programs. Until very recently, these duties were being performed by a person holding the position of Administrative Assistant (AA) III. That person resigned from her position several weeks ago.

Much of the duties that were performed by the AA III were arguably being done out of class, that is, beyond the duties appropriately assigned to an AA III. About 18 months ago, that incumbent AA III had submitted a position study request for consideration of a reclassification. Shortly thereafter, the EMS Division Manager resigned to accept a position with another agency. The classification study request was held up by the Health Agency Director pending an evaluation of the Division's organizational structure and capacity by the soon to be hired Division Manager.

Following a lengthy recruitment for the Division Manager, the position was filled in February 2016. Both the new EMS Manager and the Provisional (Acting) Division Manager, a Public Health Nurse who led the unit for 14 months, concluded

that the higher level administrative duties are not time-limited and are essential for the unit's success. With that assessment the AA III was advised that a new position study request was in order. However, the employee had already accepted another position outside the County and gave two weeks' notice of separation.

With the need to fill the position as quickly as possible, so as to avoid a further worsening situation of not adequately meeting statutory responsibilities, a request for classification determination of the vacant position was submitted by the Health Agency Director to the HR Department. The HR Department has completed that review and recommends the position be classified as an Administrative Services Officer I/II.

The Division has one other half-time Administrative Assistant I/II/III position who currently supports the Public Health Emergency Preparedness Program, the other program in the EMS Division. This person has agreed to work additional hours in order to support the most important clerical duties for the EMSA unit, including processing Emergency Medical Technician, Paramedic and Mobile Intensive Care Nurse accreditation applications, transcribing minutes from meetings and providing reception. Ultimately, the Division will need permanent additional administrative assistance, and can be expected to seek a high priority budget augmentation in the Fiscal Year 2017-18 budget cycle.

The timing of this request may seem unusual given the just adopted Fiscal Year 2016-17 budget. However, the circumstances were unknown until a few weeks ago. Prior to the occurrence of this vacancy, there was already a backlog of work in the EMS Division in light of the fact that two other full-time staff were already on leave, one on leave through the Family and Medical Leave Act (FMLA) since April 2016, the other on military leave since September 2015.

OTHER AGENCY INVOLVEMENT/IMPACT

The Human Resources Department has reviewed the change and found the proposed duties of the requested position to be consistent with those of an Administrative Services Officer (ASO) I/II.

FINANCIAL CONSIDERATIONS

The table below reflects the position allocation changes and salary and benefit implications of the proposed reallocation. Since it is anticipated that the position will be filled at the ASO I level, there will be a small salary savings compared to the expense budgeted for the existing AA III position. In year two, the increase of approximately \$17,000 will be offset through fee revenue. There will be no increase in the need for General Fund support associated with the proposed reorganization.

Position summary detail:

Current Position	Current FTE	Current Salary Expense	Proposed Position	Proposed FTE	Salary Expense in first year (10 months)	Salary Expense in year 2 (12 months)
Administrative Assistant III (step 5)	1.0 FTE	\$73,239	Administrative Services Officer I (step 1-2 10 months)	1.0 FTE	\$72,071	\$90,596
Net Effect					(\$1,168)	\$17,357

RESULTS

Approval of the proposed position reallocation is expected to strengthen program operations within the EMS Division of the Health Agency's Public Health Department. Specific results that will be achievable with this staffing change include the following:

- Development and implementation of an Emergency Medical Dispatch triage system by all Public Safety Answering Points (also known as PSAPs or 9-1-1 stations) in San Luis Obispo County by June 30, 2017.
- Finalization and enactment of on-line training opportunities for some portions of the required continuing education for Field Training Officers and Mobile Intensive Care Nurses by June 30, 2017.

The proposed staffing change contributes to a more efficient and effective EMSA, supporting the effort to achieve the County's vision of a safe, healthy and well governed community.

ATTACHMENTS

1. Resolution Amending the Position Allocation List for FC 160